

## INVITATION TO BID

CITY OF QUINCY, MASSACHUSETTS  
PURCHASING DEPARTMENT  
1305 HANCOCK STREET, QUINCY, MA 02169

The City of Quincy invites sealed bids/proposals for furnishing and delivering to the City of Quincy:

**QUINCY COLLEGE**

**SHUTTLE BUS SERVICE**

**MAY 4, 2011 @ 11:00 A.M.**

The City of Quincy acting on behalf of Quincy College, a department of the City of Quincy, (hereinafter referred to as "the City"), is seeking bids from providers of shuttle services, (hereinafter referred to as "vendors"), for transporting students and staff, based on specifications, listed below, from/to Quincy Center Campus 24 Saville Ave to/from North Quincy Campus, at 150 Newport Ave during academic year. An academic year is up to 200 days between 1<sup>st</sup> of September and middle August. This year the bid is being invited from July 1st until the middle of August 2012. Detailed specifications are available on-line at the City of Quincy's website, [www.quincyma.gov](http://www.quincyma.gov) and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30 <sup>AM</sup> and 4:30 <sup>PM</sup> for a non-refundable printing charge of \$25.00

Bids must state exceptions, if any, the delivery date and any allowable discounts. Bids/Proposals must be in a sealed envelope. The outside of the sealed envelope is to be clearly marked "**BID ENCLOSED**" with time/date of bid call.

Firm bid prices will be given first consideration. Bids/Proposals will be received at the office of the Purchasing Agent until the time and date stated above, at which time and date they will be publicly opened and read. Late Bids/Proposals, delivered by mail or in person, will be rejected.

If applicable, bids shall be in accordance with M.G.L. Chapter 30B, Chapter 149 as amended, and Chapter 30, Sections 39A, 39B and 39F-R.

The right is reserved to reject any or all bids or to accept any part of a bid or the one deemed best for the City and waive any informalities in the bidding if it is in the best interest of the City to do so.

Thomas P. Koch, Mayor

Kathryn R. Hobin, Purchasing Agent

LEGAL: APRIL 14, 2011  
LEGAL: APRIL 18, 2011

P.O. # S050411  
GOODS & SERVICE

DEPT.CHARGED: QUINCY COLLEGE



**CITY OF QUINCY, MASSACHUSETTS  
PURCHASING DEPARTMENT  
1305 HANCOCK STREET, QUINCY, MA 02169**

**DETAILED SPECIFICATIONS AND REQUIREMENTS**

**ISSUE DATE:** APRIL 14, 2011  
**BID CALL:** MAY 4, 2011 @ 11:00 A.M.  
**DEPARTMENT:** QUINCY COLLEGE  
**ITEM:** SHUTTLE BUS SERVICE

1. Certified check or bid bond is not required.
  2. A Payment Bond is not required.
  3. The following forms, if contained in the bid documents, must be completed and signed:
    - √• Certificate of Non-Collusion
    - √• Tax Compliance Certificate
    - √• Certification Relating to Debarment and Suspension
    - √• Signature Authorization Form
    - √• Proposal Sheet 5 of 5 (Lines 28 – 39)
    - √• Certification of General/Sub-bidders on Public Construction Projects Regarding Health and Safety and Non-Collusion
    - Certification concerning Responsible Employer Ordinance (if contract is over \$100K)
    - Form for General Bid
    - Schedule of Participation Minority and Women Business Enterprise
  4. Do not separate any sheets from this bid call.
  5. All prices are to include delivery F.O.B. destination unless noted otherwise.
  6. Wherever a manufacturer's name or model number is specified, it is to be clearly understood that the words "or approved equal" follow.
  7. All vendors must acknowledge in writing receipt of any addenda.
  8. The Purchasing Department shall accept questions in writing via facsimile up until 48 hours prior to the opening.
- \* TO THE EXTENT APPLICABLE THE FOLLOWING SECTIONS OF MASSACHUSETTS GENERAL LAWS ARE INCORPORATED HEREIN BY REFERENCE:

**M.G.L. CHAPTER 30B, CHAPTER 30, SECTIONS 39A, 39B AND 39F-R AND  
M.G.L. CHAPTER 149, AS AMENDED.**

In the event of any inconsistency between the bid, Information for Bidders, Bid Forms, Conditions or any other Contract Document or potential Contract Document and these statutes; or any other applicable statutes, by-laws or regulations existing on the date on which the bid is submitted, then the statute, by-laws or regulations shall govern. Such inconsistency shall not be grounds for invalidating this invitation to bid.

LIABILITY, PROPERTY DAMAGE and WORKERS' COMPENSATION coverage is required of the successful bidder before any work can be started.

DATE: \_\_\_\_\_

**SPECS: SHUTTLE BUS SERVICE**

BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_



CITY OF QUINCY, MASSACHUSETTS  
PURCHASING DEPARTMENT, CITY HALL

INFORMATION AND INSTRUCTIONS TO BIDDERS

I. INVITING BIDS

(a) Sealed bids are invited for furnishing to the City of Quincy, Massachusetts, the described materials, commodities or services all in accordance with the specifications and conditions attached hereto and made a part thereof.

(b) Form of proposal to be used and copies of specifications and conditions are available at the Purchasing Agent's office, 1305 Hancock Street.

(c) All bids must be filed with the Purchasing Agent of the City of Quincy, Massachusetts, at or before the hour of time set forth in the legal and published advertisement, a copy of which is here attached, also at the definite place so stated, and on the forms furnished by the Purchasing Agent. Each bid shall be accompanied by bid bond or a certified check on, or a treasurer's or cashier's check issued by, a responsible bank or trust company, payable to the City of Quincy, Massachusetts. The amount of such cash or check shall be not less than five percent (5%) of the value of the proposed work, as estimated by the awarding authority, but in no event less than one hundred dollars nor more than fifty thousand dollars. This deposit above mentioned shall be as a guarantee that the bidder will enter into the proposed contract, if awarded to him. This requirement shall become effective unless stated to the contrary or deleted under "Detailed Specifications and Requirements." This certified check will be returned after the awarded contracts have been completely signed and proper delivery made, together with any performance bond if required in the bid form.

(d) This proposal is genuine and not collusive or made in the interest of or in behalf of any person not herein named, and that the bidder has not directly, or indirectly, induced or solicited any other bidder to put in a sham bid or any other person, firm or corporation to refrain from bidding, and that the bidder has not in any manner sought by collusion to secure for himself an advantage over any other bidder. Any bid made in violation thereof, shall not be considered. This agreement in detail shall be found under paragraph XVIII (18) entitled "Affidavit and/or Agreement."

(e) The successful bidder shall, within ten (10) days after the award, enter into a written contract with said City in accordance with the draft of contract furnished by the City Solicitor for furnishing the described materials, commodities or services and execute as a part of said contract, a satisfactory performance bond in the amount of (100%) one hundred percent of the aggregate amount of the contract unless otherwise stated in the "Detailed Specifications and Requirements," and shall be continued for the faithful performance of the contract and executed by the Contractor and a responsible surety company.

(f) The right is reserved to reject any and all bids or to accept any bid or to accept any part of a bid or the one deemed best for the City.

II. FORM OF PROPOSAL AND SIGNATURE

The proposal must be made on this form provided for that purpose, unless otherwise stated, enclosed in a sealed envelope and plainly marked: "Bid Enclosed - Date: and Time of bid opening, (envelope provided,) and addressed to the Purchasing Agent, 1305 Hancock Street, Quincy, Massachusetts. If the bid is made by an individual it must be signed by the full name of the bidder, whose address must be given; if it is made by a firm - (partnership) - it must be signed with the co-partnership name and by a member of the firm, and the name and residential address of each member of the firm must be given. If made by a corporation it must be signed by the proper officer in the corporate name, and the corporate seal must be attached to such signature. A certificate under oath authorizing the proposal or contract signature as legal and binding upon the corporation must be submitted with the proposal, especially before a contract is issued. No telegraphic or telephonic proposal will be considered or accepted.

III. PROPOSALS

Blank spaces in the proposal must be properly filled in, using ink, indelible pencil or typewriter. Alterations by erasure or interlineation must be explained or noted in the proposal over the signature of the bidder. Unless otherwise stated bids will be received on one or more or all items, and the bidder may name a lump sum conditional on two or more items being awarded to him. Bidders are invited to be present at the opening of proposals. Bidders must specifically quote on units as shown on specification sheet. In case of error in extension of prices, the unit price will govern.

IV. QUANTITIES

The quantities given are approximate, meaning more or less and are herein given and attached and are a Part of the bid and/or proposal.

1. V. QUOTATION OFFERED:

2. (a) Firm price bids will be given first consideration. The city desires to have the advantage of any general  
3. price decrease effective during the life of the contract, Will you, if the successful bidder, so grant?

4. (b) All quotations must be properly and correctly extended against each unit price offered.

5. (c) Every quotation sheet must be labeled at the bottom right hand section with the bidder's firm name, This  
6. identification shall not be considered as a signature.

7. (d) Upon signing and offering his or their bid to the City, it shall be considered that he has seen, read and  
8. had in his possession a full and complete bid call, all forms and information pertaining thereto.

9. VI. SAMPLES

10. Whenever samples are required, and so stated in specifications, all samples will be received at sender's risk  
11. and expense. However, if samples are used by or retained as City Property, other than those considered as gift or  
12. free or so stated in proposal, they will be paid for at the quoted unit price as offered in the proposal. Otherwise, all  
13. samples will be returned with postage paid by the City. All samples must be properly marked or tagged with  
14. complete identification and to also include: (1) firm name, (2) firm address, (3) catalogue number, and (4) quoted  
15. price.

16. VII. PRODUCT

17. (a) The product shall meet the requirements and satisfaction of the City of Quincy and the using and/or  
18. ordering department. Bidders must state and identify the product offered, such as manufacturer's name, trade  
19. name, brand name and quality under each item on which they bid. If brand names are not given under each item, it  
20. shall be considered "NO BID." WE MUST KNOW WHAT HAS BEEN OFFERED.

21. (b) Unless otherwise stated in writing under "Detailed Specifications" all products, material,  
22. commodities, supplies or articles herein called for must be brand new, unused and the latest product manufactured  
23. in the current year of any name and nature, whenever offered. Used or rebuilt or shopworn materials will not be  
24. acceptable, unless otherwise stated in writing by the City.

25. VIII. BRAND NAMES

26. Wherever brand names are given or their particular specifications are mentioned or referred to, it is not the  
27. City's intent to limit competition, but merely to indicate to the bidder the general type of commodity to be supplied.  
28. The City invites bids on comparable commodities in all cases. All specifications and its basis are: "Or Equal."

29. IX. TERMS

30. The cash discount period shall not be less than twenty (20) days. All prices quoted or offered shall be net  
31. and delivered F.O.B. using or ordering department. The cash discount will not be considered for a deciding factor  
32. when determining the low bidder.

33. X. DELIVERY

34. All deliveries shall be as required and requested according to the using and/or ordering department. All  
35. goods must be delivered in first class condition, if otherwise, they are subject to rejection. All deliveries shall con-  
36. form in every respect with all laws applicable to the Federal Government and/or the Commonwealth of  
37. Massachusetts and/or the City of Quincy.

38. The contractor shall be responsible for the delivery of the full net weight or count at the point of delivery for  
39. which payment is made. Check weighing may be made by the City or any authorized representative at the point of  
40. delivery or at any other point the City may elect. All original sworn certificates of weights at origin shall be attached  
41. to the contractor's certificate of weight at time and place of delivery. The same shall be surrendered to the City of  
42. Quincy.

43. Should the successful bidder fail to make delivery within a reasonable time after receipt of order, the City  
44. Reserves the right to make the purchase on such orders at the open market and charge any excess over contract price  
45. to the account of the successful bidder, who shall pay the same.

46. XI. TAXES

47. A tax exemption certificate will be issued in lieu of any refundable tax. It is desired that all prices be  
48. quoted, exclusive of any tax applicable to this transaction. Such tax or taxes should be itemized and shown as a  
49. separate rare item, preferably in dollars and cents, in both the proposal and on the invoices covering deliveries on a  
50. contract. If the tax is applicable to this transaction, and is not definitely shown in the bidder's quotation, then such  
51. quotation will be considered to be exclusive of such tax.

1. XII. INVOICING

2. Every commodity invoiced must be identified with the item number opposite such commodity shown and  
3. Given on our bid form. All unit prices must be shown against each commodity invoiced; if not, invoice will be  
4. returned for such information. This information will expedite the payment of all invoices. Invoices which do not  
5. carry a cash discount period shall be rendered once a month. All invoices shall be rendered in triplicate to the  
6. Purchasing Department, 1305 Hancock Street, Quincy, Massachusetts 02169.

7. XIII. PAYMENTS

8. Complete or partial payment on the contract will be made in approximately thirty days from date of  
9. delivery or completion and acceptance, unless otherwise provided for in bidder's proposal or under "Detailed  
10. Specifications."

11. XIV. FORCE MAJEURE CLAUSE

12. (a) The contractor will be excused from the performance of the contract in whole or in part, only by reason  
13. of the following causes:

14. 1. When such performance is prevented by operation of law.
15. 2. When such performance is prevented by an irresistible super human cause.
16. 3. When such performance is prevented by an act of the public enemies of the Commonwealth of  
17. Massachusetts, or of the United States of America, or by strike, mob violence, fire, delay in transportation beyond  
18. the control of the contractor, or unavoidable casualty.
19. 4. When such performance is prevented by the inability of the contractor to secure necessary materials,  
20. supplies or equipment by reason of:

21. (a) Appropriation or use thereof by the Federal Government; or

22. (b) Regulations imposed by the Federal Government.

23. (b) No other Force Majeure Clause or conditions may pertain to or become a part of this bid; and any  
24. changes in the conditions stated herein will cause the bid to be rejected.

25. XV. ERRORS AND OMISSIONS

26. The contractor shall not be allowed to take advantage of any errors and/or omissions in these specifications  
27. or in the contractor's specifications submitted with his proposal. Full instructions will always be given when such  
28. errors or omissions are discovered.

29. XVI. PATENT RIGHTS

30. The contractor agrees to save, keep, bear harmless and fully indemnify the City and any of its officers or  
31. agents from all damages, costs, or expenses in law or equity that may at any time arise or to be set up for any  
32. infringement of the patent rights of any person or persons in consequence of the use of the City, or by any of its  
33. officers or agents, of articles supplied under this contract, and of which the contractor is not the patentee or  
34. assignee, or which the contractor is not lawfully entitled to sell.

35. XVII. DEFINITIONS

36. The following meanings are attached to the defined words when used in these specifications and the  
37. contract:

38. (a) The word "City" means The City of Quincy, Massachusetts.

39. (b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or  
40. any part thereof.

41. (c) The word "Contractor" means the person, firm or corporation with whom the contract is made by  
42. carrying out the provisions of these specifications and the contract.

43. (d) The words "Firm Price" shall mean a guarantee against price increase.

44. (e) Additional definitions may appear hereinafter under "Detailed Specifications."

45. XVIII. AFFIDAVIT and/or AGREEMENT

46. In all instances, the Affidavit terms and agreement contained herein shall become a part of the bid, and/or  
47. proposal and/or contract in fact and without any reservation or secret evasion whatsoever.

48. The bidder named in the proposal and who has signed the same and who submits herewith to THE CITY  
49. OF QUINCY, MASSACHUSETTS, the attached proposal states and agrees:

50. That he, she or they is (are) the person(s) whose name(s) is (are) signed to there hereto attached proposal; that  
51. said proposal is genuine; that the same is not sham or collusive; that all statements of fact therein are true; that  
52. such proposal was not made in the interest of behalf of any person, partnership, company, association, organization  
53. or corporation not therein named or disclosed.

1. Affiant further deposes and says: That the bidder has not directly or indirectly by agreement,  
2. communication or conference with anyone attempted to induce action prejudicial to the interest of the public body  
3. which is to award the contract, or of any other bidder, or anyone else interested in the proposed contract; that the  
4. bidder has not in any manner sought by collusion to secure for himself, itself, themselves, an advantage over any  
5. other bidder.

6. Affiant further deposes and says that prior to the public opening and reading of bids the said bidder:

7. (a) did not, directly or indirectly, induce or solicit anyone else to submit a false or sham bid;

8. (b) did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or  
9. anyone else would submit a false or sham bid, or that anyone should refrain from bidding or withdraw his bid;

10. (c) did not, in any manner, directly or indirectly, seek by agreement, communication or conference with  
11. anyone to raise or fix the bid price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost  
12. element of his, its, their price or that of anyone else;

13. (d) did not, directly or indirectly, submit his, its, their bid price or any breakdown thereof, or the  
14. contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company,  
15. association, organization, bid, depository, or to any member or agent thereof, or to any individual or group of  
16. individuals, except to the awarding authority or to any person or persons who have a partnership or other financial  
17. interest with said bidder in his, its, their business.

18. Bidder shall strike out words not appropriate to his bid and initial same.

#### 19. XIX. INSURANCE

20. An approved and satisfactory bona fide certificate of insurance in effect, to protect the insured, the con-  
21. tractor and the City of Quincy resulting from this agreement, must be submitted to the City of Quincy through the  
22. Purchasing Agent before any work of any name or nature can be started. This insurance must cover workmen's  
23. compensation, public liability and property damage. The certificate of insurance must clearly state thereon that it  
24. is a Certificate of Insurance, name of the insured and his or their address, kind of policies in effect, number of the  
25. policy in effect for identification purposes, expiration date of said policy, limits of liability expressed in dollar value  
26. for one person, for one accident, also the aggregate for each person and each accident, description of operations or  
27. work covered and in what State or Commonwealth. There must also be a statement under signature to the effect  
28. that, "in the event of cancellation of the said policies the company will mail notice thereof to the City of Quincy  
29. Purchasing Agent, at 1305 Hancock Street, Quincy, Massachusetts at whose request this certificate is issued." This  
30. certificate must be properly dated and legally signed by an authorized agent for the insurance company. This  
31. certificate must state the name of the insurance company as underwriter and its home office address. All insurance  
32. must satisfy all legal requirements as set forth in the laws, rules and regulations of the Commonwealth of  
33. Massachusetts.

#### 34. XX. CONTRACT

35. (a) The bidder to whom the award is made will be required to enter into a written contract with the City of  
36. Quincy, in the form approved by the City Attorney. All materials or services given or supplied by the Contractor  
37. shall conform to the applicable requirements of the City Charter, City Ordinances, or Commonwealth of  
38. Massachusetts laws covering Labor, Wages, Insurance, Safety and all other legal requirements of any name or  
39. Nature, as well as conforming to the specifications contained herein. In case of default by the Contractor, the City  
40. reserves the right to procure the articles or services from other sources and to hold the Contractor responsible for  
41. any and all excess costs occasioned by the City thereby.

42. (b) The period to be covered by the contract will be found under "Detailed Specifications."

43. (c) The City makes no guarantee as to the quantities to be delivered under the terms of the contract.

44. (d) The City reserves the right to order small quantities at the quoted prices prior to the execution of the  
45. contract, as samples, testing, trial orders otherwise without any liability or commitment on the part of the City  
46. whatsoever.

47. (e) Any qualifications or special information can be listed on a separate sheet and attached hereto with  
48. signature.

49. (f) Any and all city purchases made as samples, testing, trial orders or of similar nature shall not be  
50. considered a breach of contract or give cause for any legal action or litigation.

51. (g) Specifications, conditions, and Information and Instructions to Bidders are here attached and are a  
52. part of the bid and/or proposal.

PROPOSAL TO CITY OF QUINCY, MASSACHUSETTS

1. To the Purchasing Agent  
2. City of Quincy, Massachusetts

3. Date offered: \_\_\_\_\_ 20 \_\_\_\_\_

4. Gentlemen:

5. The undersigned hereby proposes to furnish the City of Quincy, complete or any part thereof, the listed services,  
6. articles, commodities and materials, all in accordance with the attached list, conditions, specifications and the Information  
7. and Instructions to Bidders made a part hereof.

8. The undersigned furthermore agrees that he will execute the necessary and satisfactory bond together with  
9. necessary contract in sextuplicate within ten (10) days from the date when he shall have been notified that his proposal  
10. has been accepted in whole or in part by the City of Quincy.

11. The undersigned furthermore agrees that, in case of default in executing such contract, with necessary bond, that  
12. the check accompanying this bid, and the money payable thereon, shall be fortified thereby to and remain the property  
13. of the City of Quincy.

14. This offer and/or proposal has been given after having had the complete bid call to work from and considered  
15. the same.

16. This offer and bid has been made and given all in accordance with Article and Paragraph Number Eighteen  
17. (XVIII) and made a part hereof.

18. TERMS:

19. (a) The discount period shall not be less than twenty (20) days.

20. (b) The City will receive the benefit of any general price decrease effective during the life of the contract.

21. (c) The City will be notified of all price decreases.

22. (d) This is a *firm price* meaning guarantee against price increase.

23. (e) Delivered F.O.B. to using department, as directed.

24. (f) This offer to be accepted on or before \_\_\_\_\_ 20 \_\_\_\_\_

25. Delivery Offered: \_\_\_\_\_

26. Priority Required: \_\_\_\_\_

27. Firm Name: \_\_\_\_\_

28. Signed by: \_\_\_\_\_ Signature and Title \_\_\_\_\_ Corporate Seal or E.S.

29. Address: \_\_\_\_\_

30. Signature of Partners: 1. \_\_\_\_\_ 2. \_\_\_\_\_

31. " " " 3. \_\_\_\_\_ 4. \_\_\_\_\_

32. Name of Corporation President: \_\_\_\_\_

33. Name of Corporation Secretary: \_\_\_\_\_

34. Corporation organized under State of: \_\_\_\_\_ Date: \_\_\_\_\_

35. Partner's Residential Address:

36. 1. \_\_\_\_\_

37. 2. \_\_\_\_\_

38. 3. \_\_\_\_\_

39. 4. \_\_\_\_\_



*CITY OF QUINCY*  
*Purchasing Department*  
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060

Fax: 376-1074

## TAX COMPLIANCE CERTIFICATE

MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

\_\_\_\_\_  
(Contractor's Name and Signature)

Social Security Number

\_\_\_\_\_

(2) Corporation, Association  
or Partnership

\_\_\_\_\_  
(Contractor's Name)

Federal Tax ID Number, or  
Social Security Number

\_\_\_\_\_

By:

\_\_\_\_\_  
(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.



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## CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

### Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.



**CITY OF QUINCY**  
**Purchasing Department**  
**1305 Hancock Street, Quincy, MA 02169**

Phone: 376-1060

Fax: 376-1074

## **SIGNATURE AUTHORIZATION**

At a duly authorized meeting of the Board of Directors of the

\_\_\_\_\_  
(NAME OF CORPORATION)

held on \_\_\_\_\_, at which all the Directors were present or waived notice, it was  
(DATE)  
VOTED, that:

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(OFFICER)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such \_\_\_\_\_ under seal of the Company, shall be valid  
(OFFICER)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: \_\_\_\_\_  
(CLERK'S SIGNATURE)

PLACE OF BUSINESS: \_\_\_\_\_

DATE OF THIS CONTRACT: \_\_\_\_\_

I hereby certify that I am the Clerk of the:

\_\_\_\_\_ that \_\_\_\_\_ is the  
(COMPANY) (NAME)

duly elected \_\_\_\_\_ of said Company, and that the above VOTE has not been  
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

\_\_\_\_\_ CORPORATE SEAL

# **CERTIFICATE OF NON - COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union committee, club, or other organization, entity, or group of individuals.

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(Name of person signing bid or proposal)  
(Please print)

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(Signature required)

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(Name of business)

CERTIFICATION RELATING TO DEBARMENT AND SUSPENSION

The undersigned contractor certifies to the City of Quincy that neither it nor its principals, officers or any affiliated entities has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction in accordance with the requirements of OMB Circular A-87 and with Executive Order 12549, "Debarment and Suspension."

Furthermore, the contractor certifies that it shall not make any subcontract or permit any subcontract to be made with any party which is debarred or suspended or is otherwise excluded in accordance with said OMB Circular and with Executive Order 12549.

This certification shall be for the benefit of the City of Quincy and its successors and/or assigns and is binding upon the contractor, its successors and assigned.

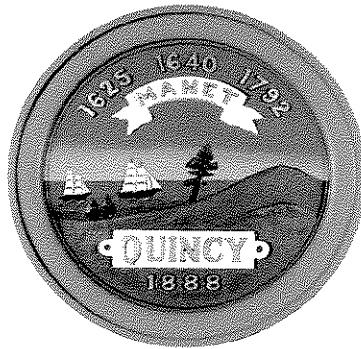
Executed under seal this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Contractor Name  
By its duly authorized agent,

Contract Number \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature)

**Shuttle Bus Specifications  
Quincy College  
City of Quincy, Massachusetts**



**May 4, 2011 at 11:00 a.m.**

**All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: [khobin@quincyma.gov](mailto:khobin@quincyma.gov) and cc: to [ktrillcott@quincyma.gov](mailto:ktrillcott@quincyma.gov) Questions will be accepted until April 29, 2011 at 4:00 p.m.**

***If you have received this bid from either the City of Quincy Website or through an email it is your responsibility to check for addenda (at [www.quincyma.gov](http://www.quincyma.gov)) before you turn in your proposal. The City of Quincy will not be responsible any bids received omitting addenda acknowledgement.***

**Quincy College**  
**Invitation to Bid**

**Shuttle Bus Services**

**Introduction**

The City of Quincy acting on behalf of Quincy College, a department of the City of Quincy, (hereinafter referred to as "the City"), is seeking bids from providers of shuttle services, (hereinafter referred to as "vendors"), for transporting students and staff, based on specifications, listed below, from/to Quincy Center Campus 24 Saville Ave to/from North Quincy Campus, at 150 Newport Ave during academic year. An academic year is up to 200 days between 1 of September and middle of August, This year the bid is being invited from July 1st until the middle of August 2012.

**General Information**

It is the intent of this "Invitation to Bid" to find a responsive and responsible, equal opportunity employer, bidder who will provide uninterrupted transportation services to our students and employees, at a reasonable rate,

To be considered responsive, a bid must contain the following:

- A brief description of the history and organization of the bidder's firm or of any subcontractor.
- A description of similar projects completed by the bidder within the past three years,
- References with contact information from organizations that have used bidder's services for similar projects within last three years,
- A completed shuttle bid pricing form (section I),

**Statement of work**

Quincy College is seeking a vendor with transportation capabilities to support shuttle services between Quincy College buildings and Parking Lots. At present the shuttle will run between 24 Saville Ave Quincy Center, 150 Newport Ave North Quincy and 50 Victory Road at Marina Bay.

**Transportation Description**

The vendor shall provide shuttle buses that will accommodate no less than 24 individuals per vehicles and will provide service between 7:45 AM to 3:00 PM; this is a tentative schedule and may change,

<sup>st</sup>  
**1 Shuttle**                      7:45AM from 150 Newport Ave. to 24 Saville Ave,

<sup>nd</sup>  
**2 Shuttle**                      9:30 AM from 24 Saville Ave to 150 Newport Ave,

The shuttle services are to be provided every fifteen minutes from Monday to Thursday, between building and parking lots. The distance between Quincy Center and North Quincy Campus is about 2.2 miles and from North Quincy to Marina Bay is 4 miles. The desired run time between two campuses is 10 minutes and between marina Bay and North Quincy is 15 minutes.

The vendor shall comply with the American with Disability Act. At least one of the shuttles must be handicap accessible.

The vendor shall identify in the proposal a method for responding to inclement weather (ice/snow) situation.

This contract will be for a minimum of one year (July 11 to August 12). Upon satisfactory performance the City of Quincy may extend this contract for two additional one year terms.

Bids must include Driver qualification/hiring policies including alcohol and drug testing, CORI check and most recent proof of inspection of vehicle.

Bids should also include recovery plan, for breakdowns and driver cancellations.

The vendor will provide and keep in full force and effect during the term of this agreement, at the Vendor's own cost and expense, insurance policies for the joint benefit of the vendor and City of Quincy (Quincy College).

### **Termination**

At Will: This agreement may be terminated by Quincy College upon written notification, in its sole and complete discretion, within 30 days of its being operational.

Default by Vendor: This agreement may be terminated by the Quincy College upon 30 days written notice to the Vendor in the event the Vendor is in default under any of its provisions. In the event this agreement is terminated due to the default by the Vendor, the Vendor will not be entitled to receive any compensation for services performed or for any reimbursable expenses incurred and the College will have the right to have services provided by other parties.

Automatic Termination: This agreement will automatically terminate on the occurrence of any of the following events: bankruptcy or insolvency of either party, sale of the business of either part, failure to comply with federal, state, or local laws, regulations or requirements, or expiration of the agreement

Quincy College would like to enter into a contract by middle of June 2011.

## PRICE PROPOSAL PAGE

### Rule for award:

All unit (shuttle) prices must remain constant for the entire contract term. Contract for shuttle service will be awarded to the responsive and responsible bidder with the lowest grand total price

Estimated need: 1 to 3 buses for 200\* days per year.

Price per 26/29 passenger shuttle per day: \_\_\_ X 2 buses X 150 days = \_\_\_\_\_ Annual Cost

Price per 30/33 passenger shuttle per day: \_\_\_ X 2 buses X 150 days = \_\_\_\_\_ Annual Cost

Bidder may submit fuel adjustments rates for second and third year of the contract if the College wants to extend this.

\*In any given year during the term (including midterm) the College may need to increase or decrease the number of shuttle and the hours of operations, by a maximum of three buses. Any increase/decrease will be at the unit prices specified on this bid form.

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date \_\_\_\_\_

Email: \_\_\_\_\_

All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: [khobin@quincyma.gov](mailto:khobin@quincyma.gov) and cc: to [ktrillcott@quincyma.gov](mailto:ktrillcott@quincyma.gov) Questions will be accepted until April 29, 2011 at 4:00 p.m.

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